

The Arlington Green Team 2.0

Choosing Sustainability and a Greener Arlington



The City of Arlington, through a partnership with the Department of Energy, offers the Green Team Sustainability program as an option to commercial properties for going green and being recognized for their efforts.

The program is a point-based system that offers potential Green Team members varying levels of recognition and assistance based upon their level of commitment. Potential members choose their level of commitment and thus their benefits by going through the Green Team Menu system.

Much like someone going to a restaurant and ordering a meal, the Green Team Menu offers commercial properties choices. The entry level of recognition is the bronze level and is comparable to a light lunch. A company can achieve the bronze level by choosing a few of the items from the menu and passing the 20 point threshold. To achieve the highest level (Platinum) takes a more serious level of commitment and a minimum 100 points.

Commercial properties unsure about how they rank can use the menu and menu checklist to evaluate their level of Green Team sustainability and recognition. They are encouraged to set either a goal of achieving at least one tier higher than their initial ranking, or to maintain their level if they are in the Platinum level.

The levels of commitment and their benefits are:

Bronze Commitment

- Benefits:** a) Joining recognition in a monthly Fort Worth Star-Telegram Advertisement
b) Recognition on www.ArlingtonGreenTeam.com member page
c) Static cling decals for store front
d) Official Certificate of Membership
e) Right to use Green Team symbol in advertising

Commitment:

- i) Use the Green Team Action plan to assess your organization and set goals
- ii) Track/Report yearly Recycling and Trash
- iii) Track/Report yearly Energy consumption
- iv) Meet a minimum of 30 points

Silver Commitment

Benefits: Same as Bronze, add:

- a) Company Logo on Members page
- b) Technical Assistance with Drafting Company Green Policies

Commitment: same as Bronze level, add:

- i) Track/Report yearly Water consumption
- ii) Meet a minimum of 60 points

Gold Commitment

Benefits: same as Bronze through Silver

- a) Energy Audit with recommendations for conservation
- b) Water Audit with recommendations for conservation

Commitment: Same as Bronze through Silver, add:

- i) Meet a minimum of 80 points

Platinum Commitment

Benefits: same as Bronze through Gold, add:

- a) Company logo on front page of www.ArlingtonGreenTeam.com
- b) Recognition at the top of Full-Page advertisement
- c) Recognition by Mayor at City Council meeting
- d) Commemorative Plaque after meeting commitment for one full-year
- e) Ongoing recognition for as long as institution meets commitment

Commitment: same as Bronze through Silver

- i) Biannual Reporting of Energy consumption
- ii) Meet a minimum of 100 points

“Legacy” Green Team Members

Green Team members that joined the program from April 2008 until May 2010 are invited to assess their Green Team level of sustainability by going through the Green Team 2.0 checklist. They may choose to stay in the program for the remainder of 2010 and be recognized as Green Team members, but if they commit to reporting their trash as well as recycling and their energy consumption as well, they will be recognized as Green Team Legacy members. For each level of recognition they achieve they will also be recognized with this “Legacy” title to distinction. From January 2011 onward, original members will be required to meet the minimum commitments of the Green Team Bronze level or their membership & recognition will be rescinded.

Benefits: For 2010:

Original Green Team membership benefits

or if participating under new rules same benefits as level achieved add:

Be recognized as Green Team Legacy Member

Commitment:

- i) Use the Green Team Action plan to assess your organization and set goals
- ii) Track/Report yearly Recycling and Trash
- iii) Track/Report yearly Energy consumption

The Road to Sustainability

What does enrollment look like?

- 1) Review The Green Team Menu
- 2) Use the [Menu Checklist](#) to see what level of recognition you would receive
- 3) Set a goal of achieving a higher level of commitment, or maintaining current level
- 4) Apply to the Green Team 2.0 program and receive your username/password (June 2010)
- 5) Submit your goals and Plan of Action within 1 month of joining
- 6) Carry out Action Plan to achieve goals (Final Reporting for Bronze through Gold levels due January 2011)

Green Team Scenarios

Because each organization has unique operating conditions, the menu is designed to offer choices. Some organizations do not want to achieve the highest tier but will do what they can, while other organizations will accept nothing but the top tier. Below are two possible scenarios of membership.

The Bronze Scenario:

Bob is a small business owner that wants to do his part for the environment, but has a budget that limits his ability to take on projects with upfront costs. After evaluating his company using the menu and the menu checklist, he sees that he has fallen short of the entry level by a few points. He makes the commitment to achieve at least the bronze level by following through on the following menu items:

- Bronze Level (30 points)
 - Tracking Waste, Recycling, & Energy
 - Reaches 10% energy goal(1), lighting upgrade(1), education (1)
 - Waste audit (1), 50% reduction (2), Education (2), Reduce paper consumption by 25%(1), no Styrofoam(2)
 - Water education (1), reduce water consumption by 20% (2)
 - Internal Green Team (3), Party celebrating victories (1)
 - Take Clean Air North Texas Pledge(1), Install a bike rack (1)

The Platinum Scenario:

Wendy is the building manager of several properties and she sees the benefits of going green as a bonus for the environment, but also as a way to cut operating costs. She has the budget to pay for building upgrades which she needs to do anyway, but going for the green options is not something she considered until finding out more through the Green Team program. After reading the menu and completing the checklist, she realizes that she has done a lot of the recommended actions as well as a few more that are not outlined in the menu. She plans on picking up a few more points here and there, but eventually reaches the highest level of recognition.

- Platinum Membership (100 points)
 - Tracking Waste, Recycling, & Energy
 - Reaches 10% energy goal (1), lighting upgrade(1), education (1)
 - Waste audit (1), 50% reduction (2), Education (2), Reduce paper consumption by 25%(1), no Styrofoam(2)
 - Water education (1), reduce water consumption by 20% (2)
 - Internal Green Team (3), Party celebrating victories (1)

- Take Clean Air North Texas Pledge(1), Install a bike rack (1)
- Track & Report Water Use, Be Current On All Water Permits
- Energy Audit (1), 30% energy goal (3) Efficient lighting (3), Assess HVAC (2), Use ENERGY STAR rated equipment (2), Energy Saving Modes (3), Purchase 100% green energy (6)
- Join EPA’s *Wastewise* program (2), Reduce paper consumption by 99% (3), Buy 100% recycled content paper (2), Double-sided printing (1), e-memos (1), e-agendas (1)
- Distribute reusable mugs, bottles (1), have cache of plates for parties (1)
- Organics recycling (3), Green Purchasing (4), Recycle e-waste (5)
- Reduce water consumption extra 10% (1), Drip irrigation (2), Native plants (2), Mulch (1)
- Water harvesting (3)
- Kickoff Party (1), Volunteer for City Events (4), Spotlight Article (3), Green Breakfast (3)
- Register with *TryParkingit.com* (1), “No Idling Policy” (1), Promote Carpooling (1),
- Provide access to showers for bicycle commuters (3), Set policy that requires use of hybrid vehicles on business (1), priority parking for hybrids at building (1), Offset Carbon Emissions of employees (3), Innovation in Green (6)

The Legacy Scenario

Stephen and his organization has been a Green Team member since early 2008. He has been recycling since before that. He reviews the Green Team 2.0 menu and realizes that he does a lot of the items listed, but he’s interested in doing more. He commits to doing more by signing up through the online feature (June 2010) and gets recognition as a Green Team legacy member right away. At the end of 2010 he reports on his energy, recycling, waste, and water to achieve the Silver level. His logo is placed on the member’s page in the section, Green Team legacy member - Silver

The Green Team Checklist

Energy Conservation (32 points)

Prerequisite

___ Track & Report Energy Use through *Energy Star's Portfolio Manager*
([click here](#))

Energy Use

- ___ E1 Achieve an Energy Reduction Goal of 10% or more (3 max)
 - ___ 10% reduction (1 pt)
 - ___ 15% reduction (1 pt)
 - ___ 20% reduction (1 pt)

- ___ E2 Conduct an Energy Audit (1 pt)
- ___ E3 Assess Your Heating, Ventilation, and Cooling System (HVAC) (5 max)
- ___ E4 Upgrade Your Lighting System (3 max)
- ___ E5 Efficient Use of Lighting (4 max)
- ___ E6 Use Energy Star Rated Appliances (2 max)
- ___ E7 Energy Saving Modes (5 max)
- ___ E8 Purchase Green Energy (6 max)
 - ___ 10-25% sourced from renewable energy (2 pt)
 - ___ 26-50% sourced from renewable energy (3 pt)
 - ___ 51-75% sourced from renewable energy (4 pt)
 - ___ 76-99% sourced from renewable energy (5 pt)
 - ___ 100% sourced from renewable energy (6 pt)
- ___ E9 Innovations in Green (6 max)

Water Conservation (24 points)

Prerequisites

- ☐ Track and Report Your Water Usage for the Year
- ☐ Be Current On Permits (Industrial only)

☐ WC1 Promote Water Conservation (1 pt)

Indoor

- ☐ WC2 Reduce Indoor Water Use (3 max)
 - ☐ 20% reduction (2 pts)
 - ☐ 30% reduction (3 pts)
- ☐ WC3 Install Water-Conserving Toilets / High-Efficiency Toilet (1 pt)
- ☐ WC4 Install Low-Flow Lavatory Faucets / Aerators (1 pt)

Outdoor Water Conservation

- ☐ WC5 Reduce Drinking Water Used for Irrigation (max 4)
 - ☐ 20% reduction (2 pts)
 - ☐ 30% reduction (4 pts)
- ☐ WC6 Eliminate Use of Water for Surface Cleaning (1 pt)
- ☐ WC7 Convert to / Install a Drip Irrigation System for Landscaping
Beds (2 pts)
- ☐ WC8 Use Drought Tolerant and North Texas Adapted Plants in Landscaping
Beds (2 pts)
- ☐ WC9 Proper Mulching (1 pt)
- ☐ WC10 Conduct Regular Maintenance on Outdoor Irrigation System (2 pts)
- ☐ WC11 Install a Cistern for Rainwater and/or HVAC System Condensate (3 pts)
- ☐ WC12 Innovations in Green (6 max)

Waste Reduction & Recycling (36 points)

Prerequisite

- ☐ **Track & Report Your Recycling & Waste**

- ☐ **WRR1 Conduct a Waste Stream Audit (3 max)**
- ☐ **WRR2 Recycling Education (2 pts)**
- ☐ **WRR3 Join EPA's Wastewise Program (2 pts)**
- ☐ **WRR4 Reduce Paper Use (4 max)**
- ☐ **WRR5 Reduce Paper Use II (3 max)**
- ☐ **WRR6 Eliminate Disposables (4 max)**
- ☐ **WRR7 Organics Recycling (3 pts)**
- ☐ **WRR8 Close the Loop (4 max)**
- ☐ **WRR10 E-Waste and Special Waste Recycling (5 max)**
 - ☐ **Computers (1 pt)**
 - ☐ **Ink cartridges (1 pt)**
 - ☐ **Cell Phones (1 pt)**
 - ☐ **Alkaline batteries (1 pt)**
 - ☐ **Rechargeable batteries (1 pt)**
- ☐ **WRR11 Donation of Items for Reuse (1 pt)**
- ☐ **WRR12 Innovations in Green (6 max)**

Air & Transportation (20 points)

- ☐ **AT1 Pledge to Clean Air (1 pt)**
- ☐ **AT2 Register with TryParkingIt.com (1 pt)**
- ☐ **AT3 Implement a "No-Idling" Policy (1 pt)**
- ☐ **AT4 Telecommuting Flex-time (2 pts)**
- ☐ **AT5 Promote Carpooling for Employees (1 pt)**
- ☐ **AT6 Encourage Bicycles as an Alternate Form of Transport (6 max)**

- ___ AT7 Hybrid / Fuel Efficient Vehicles (2 pts)
- ___ AT8 Offset Carbon Emissions (3 max)
- ___ AT9 Innovations in Green (6 max)

Outreach (31 points)

- ___ O1 Establish an Internal Green Team (3 pts)
- ___ O2 Host an Kickoff Event to Inform Others about Your Commitments (1 pts)
- ___ O3 Continuing Environmental Education (2 pts)
- ___ O4 Encourage Green Volunteerism (4 pts)
- ___ O5 Host a Green Breakfast or Write a Spotlight Article (6 pts)
- ___ O6 Celebrate the Planet and your Victories (4 pts)
 - ___ an Earth Day related event (2 pts)
 - ___ a milestone party (2 pts)
- ___ O7 Green Team Referral (8 pts)
- ___ O8 Innovations in Green (6 max)

Energy Conservation		32
Water Conservation		24
Waste Reduction & Recycling		34
Air & Transportation		20
Outreach		31
Innovations in Green		30
Total Points Available		171

Energy Conservation

Conserving energy in your organization's daily operations is an important step towards saving money, but also reducing the need for the generation of energy, often times a contributing factor in poor air quality. In the U.S. nearly half of the energy that runs our buildings is produced by coal fired power plants.

Prerequisite for Green Team Bronze & Above

Track & Report Energy Use through Energy Star's *Portfolio Manager*

Background: Tracking your energy from year to year can help identify trends in your energy use and the potential for conservation.

Recommended Action: Track your energy with Energy Star's Energy Portfolio manager ([click here](#)). You can use your energy bills to enter data. The effects of your conservation efforts will be more clear the more data you can provide as a baseline.

Points: prerequisite for Green Team Bronze & above membership

E1

Achieve an Energy Reduction Goal of 10% or more

Background: Setting energy reduction goals for your organization can give your efforts a focus, allowing participants to concentrate on an attainable number for energy conservation.

Recommended Action: Examine historical energy usage and set a goal for energy reduction during the course of the year. Identify actions to be taken to achieve this goal and report on the effectiveness of your actions by showing a reduction in your energy consumption over your baseline year.

Points: 1 = a 10% reduction in energy use
2 = a 15% reduction
3 = a 20% or greater reduction

Max Points: 3

E2

Conduct an Energy Audit

Background: Conducting an energy audit can help identify avenues for energy conservation.

Recommended Action: Get an energy audit done for your building and follow through on at least three of the recommendations. Energy audit assistance is available for Green Team Gold members and above. Green Team Gold members that receive an energy audit from the City must also commit to reporting their energy consumption quarterly.

Points: 1 = have an energy audit conducted

E3

Assess Your Heating, Ventilation, and Cooling System (HVAC)

Background: A building's energy consumption can be calculated as a result of heating and cooling. Assessing your HVAC system is a valuable method of identifying energy conservation potential for your building(s).

Recommended Action: Conduct an HVAC test to assess your system's efficiency.

Points: 1 = assess strategies to increase the efficiency of your HVAC
1 = implement at least one of these strategies
1 = for each additional strategy implemented, up to 3 points

Max Points = 5 (1 for assessment, 1 for initial strategy, 3 for additional strategies)

E4

Upgrade Your Lighting System

Background: Great strides have been made in energy efficient lighting. Replacing regular incandescent bulbs with high efficiency, compact fluorescent bulbs or LED lighting is one effective energy conservation strategy.

Recommended Action: Replace energy inefficient lighting with high efficiency lighting.

Points: 1 = replacing incandescent bulbs with compact fluorescent / LED lighting
1 = if fluorescent light fixtures (electronic ballast only) are your light source, and have three bulbs, remove one bulb from each fixture
1 = Use LED or energy efficient bulbs in exit signs

Max Points: 3

E5

Efficient Use of Lighting

Background: Is the lighting you have being used efficiently by the building's occupants?

Recommended Action: Place signs or stickers near power switches to encourage occupants to turn off the lights when a space is not in use. Install timed lighting or occupancy sensor for personal office space & common areas to ensure that unoccupied spaces are not being light unnecessarily. Instead of overhead lighting, consider providing less energy intensive task lighting (desk lamps) for occupants.

Points: 1 = Posting signs on / near light switches that remind employees to "Turn it off"
1 = installing timed lighting / occupancy sensors for personal office space
1 = installing timed lighting / occupancy sensors in common areas (supply closets, kitchens, meeting rooms, etc.)
1 = Providing employees with task lighting and allowing them to choose their light source

Max Points: 4

E6

Use Energy Star Rated Appliances

Background: Energy Star is the government label put on products that deliver and perform features demanded by consumers while meeting high standards of energy efficiency. Choosing products that carry the Energy Star label is a viable strategy to achieving energy conservation goals.

Recommended Action: Develop a purchasing / rental policy that gives preference to Energy Star products. Cataloging your organizations appliances and noting which are Energy Star and which are not will help you identify those appliances that should be replaced with an Energy Star rated product.

Points: 1 = Developing and implementing a policy that when replacing or adding new equipment or appliances, they will have an Energy Star rating.
1 = Keeping a list of appliances / equipment and recording whether or not they are Energy Star rated

E7

Energy Saving Modes

Background: A lot of the latest computers, monitors, and printers have energy saving features. These features can save the user energy during periods of inactivity, but if they are not the default settings, they have to be activated.

Recommended Action: Set monitors, computers, and printers to energy saving mode. Implement a “Power Down” policy that requires electronics users to turn off their equipment at the end of the day. Provide power strips to equipment that still draws energy despite being shut down.

Points:

- 1= Implement “power down” campaign to encourage people to power down their equipment at the end of the day, and use power strips to completely cut off energy use from dormant devices.
- 1 = Implement a policy that requires all computers to be turned off at the end of the day.
- 1 = change the settings on all office computers to go into sleep mode after a set time of non-use
- 1= discontinued the use of screen savers
- 1 =Reduce copier/printer power consumption by using Stand By mode after 5 minutes of non-use

E8

Purchase Green Energy

Background: The US currently gets 80% of its energy from non-renewable sources. Making the market of renewable energy used a small fraction of the total.

Recommended Action: Contact your energy company and ask for the cost of making a portion of your energy come from renewable energy.

- Points:**
- 2 = 10-25% of your energy comes from renewable sources
 - 3 = 26-50% of your energy comes from renewable sources
 - 4 = 51-75% of your energy comes from renewable sources
 - 5 = 76-99% of your energy comes from renewable sources
 - 6 = 100% of your energy comes from renewable sources

E9

Innovation in Green

Background: Achieving and documenting a Green achievement that is not listed here.

Recommended Action: Think outside the box and do something green that has a substantial & measureable impact on the environment. Submit your action for approval before claiming credit for it.

Points: 3 = per achievement in either WC, O, EC, WM, AT

Max Points: 3 max per section

Water Conservation

Water conservation is an important part of commercial sustainability because water is a precious natural resource upon which all life depends. Promoting water conservation in North Texas is an important because as the region grows, water supplies continue to feel the strain of increased demand.

In Arlington, the business community consumes on average 3.7 billion gallons of water per year. This accounts for 20% of the water consumed in Arlington. There are proven viable strategies for reducing water consumption.

Water Usage

Prerequisites for Green Team **Silver** & Above

Track and Report Your Water Usage for the Year

Background: Knowing how much water you are using is a first step towards water conservation.

Recommended Action: Start tracking your monthly water usage through your water bill. You will be responsible for reporting your total water usage at the end of the calendar year, and every subsequent year of your membership. If you have meters for both indoor and outdoor use, you will be required to report both. *For help getting your water consumption from previous years, please contact Dustan Compton via phone at 817-459-6628. This service is for Green Team Silver or higher only.*

Points: prerequisite for Green Team Silver & above membership

Be Current on Permits (Industrial only)

Background: Being current on permits, inspections, and maintenance for all industrial pretreatment, grease abatement, and liquid waste disposal requirements is necessary for conducting good business in Arlington.

Recommended Action: To requirements for the above water permits can be found here:
<http://www.arlingtontx.gov/water/wrs.html>

Points: Prerequisite for Green Team Silver & above membership

WC1

Promote Water Conservation

Background: Educating employees about water conservation and engaging them to do their part will help you in your efforts to reduce water consumption.

Recommended Action: Post signs in places where water consumption is historically high: lavatories, break rooms, outside faucets. Information about ways to conserve water can be found here: <http://www.ci.arlington.tx.us/waterdice/>.

Points: 1 = posting signage promoting water conservation

Indoor Water Conservation

Indoor water use can be monitored through your monthly water bill. The City of Arlington offers tips on water conservation through its water website. [Click here](http://www.arlingtontx.gov/water/waterconservation_tips.html) or enter the address into your internet browser: http://www.arlingtontx.gov/water/waterconservation_tips.html

WC2

Reduce Indoor Water Use

Background: There are many ways a company can reduce their indoor water use. Raising awareness about water conservation is a good first step. While people may conserve water in their own homes, they may need encouragement to do so at work since they may not see the bills or think that your organizations water conservation involves them.

Recommended Action: Set and hit water conservation goals based off of historic water use and identifying potential avenues of conservation. Take a look at water conservation tips and choose those that fit to your situation. Helpful websites for helping reduce water usage:

Points: 2 = Reduce historical indoor use of potable water by 20% due to fixture, appliance, or mechanical equipment upgrades

3= Reduce historical indoor use of potable water by 30%

Max Points: 3

WC3

Install Water-Conserving Toilets / High-Efficiency Toilets

Background: Standard toilets can flush up to 5 gallons of potable water with each use. Modern water conserving, high-efficiency toilets are designed to reduce the water use but maintain the level of pressure required to dispose of waste.

Recommended Action: When retrofitting bathrooms install toilets and urinals that carry the Water Sense label. Water sense is the EPA's recognized mark of water efficiency. For more information about the Water sense label, visit the EPA's website: <http://www.epa.gov/watersense/>

Points: 1 = water-conserving toilets that use 1.6 gallons per flush or less
1 = high-efficiency toilets that use 1.28 gallons per flush or less

Max Points: 1

WC4

Install Low-Flow Lavatory Faucets / Aerators

Background: Standard faucets can use up to 3 gallons per minute if left running. Low-flow faucets and aerators provide water flow for hand washing, but with less water.

Recommended Action: Add aerators to faucets that flow more than 1-gallon per minute.

Points: 1 = low-flow lavatory faucets and/or faucet aerators

Outdoor Water Conservation

Outdoor water use can be monitored if an outdoor water meter has been installed on the property. The City of Arlington offers tips on water conservation through its water website:
http://www.arlingtontx.gov/water/waterconservation_tips.html

WC5

Reduce Drinking Water Used for Irrigation

Background: Water used for irrigation purposes is treated drinking water. Using this water to maintain turf grass with high water demands puts a strain on the region's water supply

Recommended Action: Reduce the amount of water used on landscaping by watering deeper and less frequently, following the City of Arlington's *year-round* restriction on watering before 10am and after 6pm, applying mulch to landscaping beds. For more tips on ways to save water you can visit:

Points:

- 1 = Reduced historical irrigation use of potable water by 15% from a calculated three year mid-summer baseline
- 2= 25% reduction
- 4= 50% reduction

Max Points: 4

WC6

Eliminate Use of Water for Surface Cleaning

Background: Water is often used for surface cleaning when a simple broom will do

Recommended Action: Educate custodial staff from power washing concrete or walking services that could be maintained with a broom

Points: 1 = Eliminate unnecessary power washing

WC7

Convert to / Install a Drip Irrigation System for Landscaping Beds

Background: Traditional spray head sprinkler heads are water inefficient, casting water into the air over a broad area.

Recommended Action: Convert to / install drip irrigation systems for landscaping beds to conserve water by putting water where it needs to go: into the ground. Drip irrigation systems, properly installed are **xx%** water efficient **(cite)**.

Points: 2 = Convert current system to, or install a drip irrigation system for landscaping beds

WC8

Use Drought Tolerant and North Texas Adapted Plants in Landscaping Beds

Background: Native Texas plants are adapted to the climate and have a higher chance of surviving the extremes of Texas weather. Installing native plants and adapted plants will help conserve irrigation water because once established these plants will require less water to survive than plants that are non-native, or exotic.

Recommended Action: If replanting landscaping beds, or turf grass, consult with your landscaping company or landscape architect to choose Texas natives or near natives. A great website for identifying / selecting North Central Texas native / adaptive plants is www.TXSmartscape.com

Points: 1 = having / installing native plants in 50% (by sq ft) of your landscaping beds
2 = having / installing native plants in 100% of landscaping beds

Max Points: 2

WC9

Proper Mulching

Background: Water applied directly to landscaping beds can evaporate more easily if there is nothing to shield the water from the Texas sun.

Recommended Action: Apply and maintain at least 2 inches of mulch in landscaping beds. The mulch will shield the soil from the sun, and slow the evaporation of water.

Points: 1 point = applying and maintaining at least 2 inches of mulch

WC10

Conduct Regular Maintenance on Outdoor Irrigation System

Background: Irrigation systems that are waste water will continue to waste water until corrective action is taken. Sprinkler heads meant to water turf grass sometimes end up watering pavements creating unnecessary runoff into storm drains.

Recommended Action: Conduct regular maintenance on your outdoor irrigation system, doing a full check at least twice a year. Conducting such maintenance will help identify problems with the system's efficiency, or identifying areas for system improvement.

Points: 1 = conducting one system maintenance session

Max Points: 2

WC11

Install a Cistern for Rainwater and/or HVAC System Condensate

Background: A cistern for rainwater collection or HVAC system condensate collection can be used to water irrigation plants instead of using potable water. Rain that falls on roofs normally flows to gutters and eventually to storm drains ending up in local creeks.

Recommended Action: Installing a cistern would help capture and store rain water for use at a later time, possibly for landscaping purpose. The TexasAgrilife Extension service offers a lot of information about water collection: <http://rainwaterharvesting.tamu.edu/collection.html>
To calculate the rainwater potential of your building, download a rainwater calculator: <http://www.therainwell.com/> (under Rainwater calc).

Note: Rainwater capture devices require a permit for installation.

Points: 3 = installing a rainwater or HVAC capture system.

WC12

Innovation in Green

Background: Achieving and documenting a Green achievement that is not listed here.

Recommended Action: Think outside the box and do something green that has a substantial & measureable impact on the environment. Submit your action for approval before claiming credit for it.

Points: 2 = per achievement in either WC, O, EC, WM, AT

Max Points: 3 max per section

Waste Reduction & Recycling

Waste reduction and recycling are widely recognized for their benefits to the environment. The direct benefit of waste reduction is that it helps reduce the amount of waste headed to landfill. This in turn helps reduce the potential for creation of methane - a powerful greenhouse gas.

Recycling helps to conserve natural resources during manufacturing and reconstitution of the raw materials back into products. By reintroducing products that have reached their end of life back into the production cycle, recycling helps reduce the harvesting of virgin materials such as wood, petroleum, and minerals. This in turns saves energy in both the transport of the materials and in their remanufacture.

Prerequisite for Green Team **Bronze** & Above

Track & Report Your Recycling and Waste

Background: Approximately 66% of the waste generated in Arlington comes from commercial and industrial properties. To increase the diversion of waste from the landfill by encouraging businesses to reduce their waste generation and recycle more is a primary goal of the original Green Team program.

Recommended Action: Track your recycling and waste generation by using the Green Team waste and recycling calculator. If your recycling company provides you with data on recycling, then please provide that number in lieu of using the calculator for recycling.

Points: Prerequisite for Green Team Bronze & above membership

WRR1

Conduct a Waste Stream Audit

Background: Understanding what you throw away and identifying the recyclable elements of your waste stream can lead to a more efficient recycling program. Perhaps a major component of your waste stream is recyclable, but you have traditionally landfilled this material. Conducting a waste stream audit is also a helpful step in quantifying the amount of trash you generate and the level of garbage service you receive. Save money by matching your garbage level of service to your actual garbage generation.

Recommended Action: Download the “Waste Audit form” ([click here](#)) found on the Green Team webpage under the resource tab. Collect data on your waste stream over the course of two weeks. Evaluate the data and analyze the potential for waste reduction. A list of recycling providers may be found in the “Recyclers/Haulers” form on the website ([click here](#)). Calculate your diversion rate and set a diversion rate goal. You can estimate your waste creating by using the “Waste Calculator” (link to excel).

Points: 1 = conduct a waste audit

- 1 = achieve a diversion rate of at least 25%
- 2 = achieve a diversion rate of 50% or better

Max points: 3 (1 for audit, 2 for diversion rate)

WRR2

Recycling Education

Background: Marking your recycling bins with your program's accepted materials, and the "No's" will give people visual clues to encourage their participation but also help keep contamination of the recycling bin low.

Recommended Action: Customize a Green Team poster to fit your organization's recycling program and distribute it electronically to your organization, bring up the materials at a group meeting, and post the information in a public place or on an information board. In an office situation, provide recycling bins for each employee and pair the bins next to the employees' trash cans. In common areas, place recycling bins next to trash cans, but clearly mark the bins as "Recycle Only" and provide a visual poster, or list of materials that you want in the bin. *The City of Arlington does not provide bins to businesses or organizations.*

Points: 1 = launch an education campaign about your recycling program
1 = provide recycling containers for individuals, but also in common areas

Max Points: 2

WRR3

Join EPA's Wastewise Program

Background: Similar to original Arlington Green Team, the EPA's Wastewise program requires solid waste and recycling tracking. To find out more about the program and its requirements please visit: <http://www.epa.gov/waste/partnerships/wastewise>

Recommended Action: Sign up for the EPA's Wastewise program and gain recognition for your efforts. Participating in the Green Team program already qualifies you for Wastewise program and its benefits.

Points: 2 = sign up for EPA's Wastewise program

WRR4

Reduce Paper Use

Background: According to a North Central Council of Governments Regional Benchmark study 2007 (ES 7.3 visit [link](#)), paper is a major component of the commercial waste stream. While recycling paper is better than throwing it away, reducing the amount of paper used conserves more resources.

Recommended Action: Find out how much paper your office uses and establish goals for paper use. Recycle waste paper, but purchase paper with at least 50% recycled content.

Points: 1 = calculate how much paper your organization uses annually and set goals for paper reduction.

- 1 = achieve a 25% reduction in paper use
- 2 = achieve a 50% reduction in paper use
- 3 = achieve a 99% reduction in paper use or better

Max Points: 4

WRR5

Reduce Paper Use II

Background: Paper reduction can be accomplished with simple plans and policies

Recommended Action: Set your printer for double sided printing, or make it policy that memos be transmitted electronically. Are agendas for meetings printed off or posted electronically beforehand so that those wishing to print off can?

Points: 1= make double-sided printing the default option for print jobs

1 = make it standard procedure for people to pass memos and reports electronically

1 = make it standard procedure to email / post meeting agendas instead of printing them for distribution

Max Points: 3

WRR6

Eliminate Disposables

Background: Single-use food containers are often used at organizational gatherings and celebrations. While they make cleanup easy, after they have been used, the containers head directly to the landfill. Single-use food and beverage containers can also be considered an unnecessary cost to the organization because the supply needs to be continuously replenished. Replacing disposables with washable, reusable ware such as mugs and silverware, plates & dishes.

Recommended Action: Discontinue the practice of purchasing single-use food and beverage container. Provide members of your organization with a mug or place reusable food ware in a common area that is easily accessible.

Points: 1 = distribute coffee mugs / water bottles to employees
1 = create a cache of dishes / bowls and silverware for use at company events or by employees for their personal meals. If necessary make it clear that washing the dishes is their personal responsibility.
2 = discontinue the purchase of single-use disposable beverage containers.

Max Points: 4

WRR7

Organics Recycling

Background: According to the US Department of Agriculture, Americans through out about 25% of prepared food, or 96 billion pounds of food waste each year (Source: EPA. Visit [link](#)). Organics recycling or composting keeps this food waste from the landfill and turns the waste into a soil amenity, giving it a second life. The City of Arlington has free composting classes the first and second Saturday every month. To find a class, [click here](#) or enter the address into your browser: <http://www.arlingtontx.gov/environment/compostingclasses.html>

Recommended Action: Have an organics / composting program in place that recycles your organizations food waste. Have 5% of your organization attend a free composting class in Arlington.

Points: 2 = compost your organization's waste
1 = have 5% of your organization attend a City of Arlington compost class

Max Points: 3

WRR8

Close the Loop

Background: Purchasing products with recycled content creates a demand for the material being recycled. Having a recycling program, but also buying products which contain recycled content is called “closing the loop.” For more information about how your company can close the loop, you can read the *Wastewise Update: Closing the Loop* ([link](#))

Recommended Action: Develop a green purchasing policy that encourages the procurement of recycled content office products, and building material for building upgrades.

Points: 1 = procurement policy for the purchase of office products that contain at least 30% recycled content (stationary, filing, boxes, business cards, etc.)

2 = procurement policy for the purchase of office products that contain 50+ recycled, post-consumer content (stationary, filing, boxes, business cards, etc.)

2 = procurement policy for the purchase of recycled content building upgrade material (carpet, furniture, tiling, etc.)

Max Points: 4

WRR10

E-Waste and Special Waste Recycling

Background: Some materials are currently not accepted in the standard, single stream, all in one bin approach to recycling. E-waste and special waste such as batteries often fall into this category. While such waste only comprises about 2% of the U.S. waste stream, the rate at which technology is replaced has accelerated in the last couple of years (source: EPA eCycling ([link](#))).

Recommended Action: Recycle or donate used computers. Have collection points for special waste such as batteries, cell phones, printer cartridges, and renewable batteries.

Points: 1 = recycle or donate used electronics

1 = recycle or donate used ink cartridges

1 = Setup collection point to recycle or donate cell phones

1 = recycle alkaline batteries

1 = recycle rechargeable batteries

Max Points: 5

WRR11

Donation of Items for Reuse

Background: The three “Rs” read Reduce, Reuse, *and then* Recycle. Donating larger ticket items such as couches, cabinets, or other office furniture, is a higher use of these items than having them recycled as scrap. There are many avenues for donating usable office furniture and large ticket items.

Recommended Action: Check to see if there is a need for larger items before recycling or throwing them away. Helpful websites for your search may be www.craigslist.com, www.freecycle.com, or local donation shops such as the Salvation Army or Goodwill.

Points: 1= have a procedure for donating materials or giving them away, keeping track of your donations

Max Points: 1

WRR12

Innovation in Green

Background: Achieving and documenting a Green achievement that is not listed here.

Recommended Action: Think outside the box and do something green that has a substantial & measureable impact on the environment. Submit your action for approval before claiming credit for it.

Points: 2 = per achievement in either WC, O, EC, WM, AT

Max Points: 3 max per section

Air & Transportation

The North Central Texas region is in non-attainment for ozone. Efforts to bring the region into attainment are a priority for Arlington because of the effects unclean air can have on the health of its residents.

This section offers transportation strategies to organizations with commuters and to organizations that want to be a part of the regional effort to make it easier for people to breath.

AT1

Take the Pledge to Clean Air

Background: Raising awareness and getting people to make voluntary changes in their transportation choices and behaviors is a first step towards improving the air quality in North Texas.

Recommended Action: Get 10% of your organization to sign the pledge for clean air. The pledge can be downloaded and printed at www.WorkingforCleanAir.org

Points: 1

AT2

Register with TryParkingIt.com

Background: TryParkingIt.com is a website built and maintained by the North Central Council of Governments. It helps track and report on the various types of commuting going on in the North Texas. Both companies and individuals are eligible for participation in the program. The program awards both organizations and individuals for the steps they take to reduce air pollution.

Recommended Action: Sign up your organization for TryParkingIt.com and have at least 5% of your commuters track their alternative commutes.

Points: 1

AT3

Implement a “No-Idling” Policy

Background: Idling vehicles contribute to poor air quality. Vehicles are idled for the benefits of heat or air conditioning. While they may benefit a few people, idling poor air quality affects us all.

Recommended Action: Adopt a no-idling policy for cars stationed in your parking lot. Encourage members of your organization to avoid using drive-thrus on o-zone days.

Points: 1

AT4

Telecommuting, Flex-time, Compressed work week

Background: Allowing employees to work from home, letting employees accomplish their forty-hour work weeks in four days instead of five, or eighty hours in nine days (9-80s), reduces employees commute time, as well as energy and water requirements within an organization.

Recommended Action: Adopt a flex-time and/or telecommuting policy to allow employees to work the same amount of time, but spend one less day at the office.

Points: 1 = adopting flex-time policy
1 = telecommuting policy

Max Points: 2

AT5

Promote Carpooling for Employees

Background: Carpooling reduces the number of cars on the road and the emissions they contribute to the formation of ozone.

Recommended Action: Promote carpooling programs such as the T’s rideshare/vanshare program. Provide preferential parking for carpools/vansharing. More information about carpooling and vansharing is available on the T’s website. [Click here](http://www.the-t.com/CommuterRails/ParkRide/tabid/82/Default.aspx) or enter the address into your browser <http://www.the-t.com/CommuterRails/ParkRide/tabid/82/Default.aspx>

Points: 1 = Encourage rideshare/vanshare by posting information on a community board.
1 = Encourage rideshare/vanshare by providing upfront parking or reserved parking for rideshare/vanshare vehicles.

AT6

Encourage Bicycles as an Alternate Form of Transportation

Background: When the majority of commuter trips are under ten miles, and daily errand trips are under three, the bicycle is viable option as of commuter travel and simple transportation. Biking offers users a chance to both transport themselves, materials, and get exercise at the same time.

Recommended Action: Encourage the use of bicycles as transportation by providing bikes for employees to use during lunch hours, a bike rack for bike storage outdoors, lockers and showers or gym memberships for those willing to commute via bicycle.

Points: 1 = bicycle rack
2 = bicycle sharing program
3 = access to locker rooms and showers or gym memberships for bicycle commuters

Max Points: 6

AT7

Hybrid / Fuel Efficient Vehicles

Background: Hybrid and fuel efficient vehicles conserve natural resources by stretching the supply further and reducing air pollution per mile travelled.

Recommended Action: Adopt a policy that emphasizes the use of hybrid and fuel-efficient vehicles when employees rent vehicles while traveling for business.

Points: 1 = set a policy that favors the use of hybrid vehicles while on organizational business
1 = create priority parking for hybrid/fuel efficient vehicles outside your organization.

Max Points: 2

AT8

Offset Carbon Emissions

Background: Carbon emissions generated from business travel account for approximately 20% of mobile source pollution. Offsetting emissions with carbon credits accounts for these emissions and develops the carbon credit market.

Recommended Action: Calculate travel emissions of employees on travel and opt to offset those emissions. Companies that help offset carbon emissions include can be found here : http://www.ecobusinesslinks.com/carbon_offset_wind_credits_carbon_reduction.htm

Points: 1 = for employees on business travel
2 = for conventional employee commuting

Max Points: 3

AT9

Innovation in Green

Background: Achieving and documenting a Green achievement that is not listed here.

Recommended Action: Think outside the box and do something green that has a substantial & measurable impact on the environment. Submit your action for approval before claiming credit for it.

Points: 2 = per achievement in either WC, O, EC, WM, AT

Max Points: 3 max per section

Outreach

Outreach is defined as engaging employees, tenants, and property managers with environmental issues and programs. Keeping the environment at the forefront of people's minds with signage and newsletters will help you meet your conservation goals, but inviting people to participate in the process will sustain your environmental initiatives by creating a pool of people that are engaged and excited about being involved.

01

Establish an Internal Green Team

Background: Green efforts with strong executive support and collaboration amongst people from across the organization are more likely to succeed than ones led by a single person.

Recommended Action: Establish an official green team within your organization that draws the experiences and input from various people. Gaining support from your organization's leadership and recognition for your Team's efforts is also recommended.

Points: 3 = setting up a green team and having regular quarter meetings to discuss ways your institution's operations and atmosphere can be improved by incorporating environmental initiatives. For smaller organizations identify at least two "green people" that meets with the whole staff to share information or elicit ideas for making the organization more environmentally friendly

02

Host a Kickoff Event to Inform Others about Your Commitments

Background: Officially launching your environmental program will help with program compliance more than a simple mass email declaring a program launched.

Recommended Action: Communicate effectively the environmental goals of your Green Team choices, the benefits, and your organization's commitment to the program. Presentations by the City staff about the Green Team program and other environmental programs the City offers are available upon request.

Points: 1 = by giving a presentation about your company's commitment to Arlington's Green Team program.

03

Continuing Environmental Education

Background: Environmental education is an ongoing process. Letting participants know about the progress they have made towards a goal can go a long way towards achieving that goal.

Recommended Action: Give quarterly reports about your organizations recycling, electricity, water usage. Print and display the Arlington Green Team newsletter, the Green Leaf. Archive found at www.ArlingtonGreenTeam.com

Points: 1 = quarterly reports about company's green efforts
1 = posting a copy of the Green Leaf in a highly trafficked area, distributing it electronically to employees or publish your own internal green newsletter.

Max Points: 2

04

Encourage Green Volunteerism

Background: The City of Arlington has always appreciated the help it receives from its resident and business volunteers. Now you can help the environment and the City at the same time.

Recommended Action: Have at least two (2) employees volunteer for a City of Arlington environmental event. These events will be posted in the Green Team newsletter, *the Green Leaf*, but also on the City's web pages. You can sign up for *the Green Leaf* by visiting www.ArlingtonGreenTeam.com and filling out the field with your e-mail address and clicking "sign up."

Points: 1= one point for each event with at least two (2) employees participating.

Max Points: 4

05

Host a Green Breakfast or Write a Spotlight Article

Background: You can be the greenest company on Earth, but if you don't tell anyone, how will anyone know?

Recommended Action: Host a Green Breakfast, allowing other Green Team members and potential members to visit your organization. The Green Breakfast should include fifteen-minute PowerPoint presentation showcasing your company's green efforts and a short tour of your facility. Food will be provided by the City. Alternatively you can write a Spotlight article for the newsletter. The Spotlight article should focus on your organization's sustainability goals and how they moving towards achieving those goals.

Points: 3 = for hosting a green breakfast during the year (or since 2008)
3 = writing a spotlight story in the year (or since 2008)

Max Points: 6

06

Celebrate the Planet and Your Victories

Background: Raising awareness about Earth Day and your conservation milestones will give you an opportunity to educate your organization and help keep a focus on the environment throughout the year.

Recommended Action: Host an Earth Day (or week) celebration to raise awareness about the environment. You can also tie celebrations to certain conservation milestones. An example of this would be to have a pizza party for every 1,000lbs of recycling your office diverted, or distributing energy efficient light bulbs for home use after everyone has helped cut back on your energy use by more than 10%.

Points: 2 = an Earth Day related event
2 = a milestone party

Max Points: 4

07

Green Team Referral

Background: Spreading the word about your company's green efforts or improving your own efforts can come through social and business networking. Discussing going green, exchanging ideas, and sharing your successes with others in the community will help the movement and you may learn something new about how you can help your own organization.

Recommended Action: Refer another organization to the Green Team program and receive one point if they achieve at least a "Bronze" status. Receive up to four points if they achieve "Platinum" status.

Points: 1= point per company referred and 1 point per level of recognition they receive

Max Points: 8

Innovation in Green

Background: Achieving and documenting a Green achievement that is not listed here.

Recommended Action: Think outside the box and do something green that has a substantial & measureable impact on the environment. Submit your action for approval before claiming credit for it.

Points: 2 = per achievement in either WC, O, EC, WM, AT

Max Points: 3 max per section